

LAND INFORMATION COMMITTEE MEETING
June 10, 2016

Members Present: Allen Behl, Becky Glewen, Harold Johnson, Larry Schraufnagel, Wayne Uttke
Also Present: Chris Planasch, Joyce Fiacco

The Dodge County Land Information Committee meeting was called to order by Acting Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

Schraufnagel nominated Harold Johnson as Chairman. Uttke motioned to close nominations and cast a unanimous ballot for Johnson. Motion carried. Harold Johnson will serve as Land Information Committee Chairman.

Johnson nominated Larry Schraufnagel as Vice-Chairman. Uttke motioned to close nominations and cast a unanimous ballot for Schraufnagel. Motion carried. Larry Schraufnagel will serve as Land Information Committee Vice-Chairman.

Schraufnagel nominated Wayne Uttke as Secretary. Johnson motioned to close nominations and cast a unanimous ballot for Uttke. Motion carried. Wayne Uttke will serve as Land Information Committee Secretary.

The committee decided to meet at 8:30 AM the second Friday of each month in Room 3A (Room 302), Dodge County Administration Building. It was decided meeting documentation would be delivered via email to committee members for review prior to the meeting with hard copies available at the meeting to save mailing costs.

No comments were received from the public regarding committee business.

Schraufnagel motioned, second by Uttke to approve minutes from the March 11, 2016 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds March, April and May Revenue Reports which included monthly Summaries of Fees collected so far in 2016 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparisons reporting the previous month/last four (4) years with associated total document recordings for each year. No committee action was required. Planasch and Fiacco provided an explanation of revenues coming from the Wisconsin Land Information Program (WLIP) and the Flat Fee for recording documents. Planasch presented a 2015 Budget Review for the Register of Deeds' business units and reported that all accounts were on track at the end of the first quarter of 2016. No committee action was required.

Planasch presented the Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 16, 1999 back to April 1, 1987 in order to complete the index for these documents as currently, only grantor/grantees have been indexed (March 16, 1999 to January 15, 1999). She anticipates completion of the project to compare birth records to the index (1894-1915) to be completed by the end of 2016. Removal of confidential information from the birth records (records from August, 1964 to December 1975 remain) and marriage records (records from 1967 to 1977 remain) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. There are 12 subscriptions (no increase), 149 (increase of 2) escrow accounts, and 2517 self-registered accounts in LandShark. Planasch reported that beginning January 1st, 2017, Dodge County, as well as other Wisconsin counties, will be able to issue birth records for any county in Wisconsin through the state system if that record has been entered into the system. No committee action was required.

Fiacco presented the March through May Revenue Reports for the Land Resources and Parks, Land Information Division business units. Fiacco presented a 2015 Budget review for the Land Information Division, Land Resources and Parks Department business units. She also reported that overall, the Land Resources and Parks Department had returned almost \$100,000 to the General Fund. She reported that all accounts in all Land Information Division business units were on track as budgeted at the end of the first quarter of 2016 Budget. No committee action was required.

Fiacco announced that Ted Dumke, Senior Land Surveyor, had resigned to take a position with the Washington County Highway Department. Ted's last day with Dodge County was May 4th. She stated that Mike Canniff, Senior Survey and Mapping Specialist, would move into the Senior Land Surveyor position. She said Mike had a great history with Dodge County's Public Land Survey System Remonumentation Program, having spent 20 years helping remonument Dodge County. His credentials also include 17 years with State DOT and 4 years in the private sector before returning to Dodge County. Efforts to fill Mike's job were underway.

Fiacco presented a request for consideration of a county board resolution to abolish the Property Listing Specialist position and to create a new position, Land Information System Specialist (LIS Specialist), in the Property Description Office. This proposal would allow staff to better meet the operational needs of that office and the Department in light of recent implementation of the new integrated land information management system (LIMS) and to provide support of other critical related land information functions including addressing and mapping. The duties and responsibilities of that position have expanded significantly, well beyond a basic reclassification. This has been discussed with the County Administrator and HR Director and approval to proceed granted. Corporation Counsel is reviewing the draft resolution presented for LIC consideration. The Committee's consensus was for Fiacco to continue to move forward with this and to bring a formal resolution to the committee at their July meeting.

Fiacco presented an oral report regarding need for and last opportunity from Autodesk to cross-grade two (2) of our Autodesk Map 3D licenses to Civil 3D without having to purchase new licenses. Fiacco reported that Civil 3D is the CAD software currently used by a majority of professional surveyors to do their work and would help staff achieve greater efficiency. The cross-grade would cost \$3,016 and Fiacco stated that funds are available in the 2016 budget. Schraufnagel motioned, second by Uttke to recommend the cross-grade purchase. Motion carried.

Fiacco distributed a draft of the annual letter staff recommends the committee send to all Dodge County Towns requesting notification of any road work being planned in 2016 that would destroy, damage or cover a PLSS monument. Fiacco explained that this information assists county survey staff in maintaining the PLSS and that the towns have been very cooperative about complying. Uttke motioned, second by Behl, to send the letter to the towns. The letter will be sent on committee letterhead so committee member names are listed. Following discussion, the motion carried.

Fiacco presented the Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. Fiacco reported that the County will receive \$612 from the on-line auction for the retired manual total station (purchased in 2001) which was replaced by the robotic total station in 2014.

Fiacco presented a demonstration of several integrated, web-based land information access tools including the Land Information Search Tool (integrated component of the Land Information Management System), *PDF* formatted tax parcel maps, GIS Web Mapping tool, and Survey Finder which is currently only available in-house. This app is anticipated to be available to the general public and private sector to assist users in determining if a CSM or plat of survey exists on a parcel. Planasch demonstrated LandShark.

The meeting was adjourned at 10:37 A.M. by order of the Chair. The next regular meeting will be Friday, July 08, 2016 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. This meeting would be followed by a Land Information Council meeting.

Respectfully Submitted,



Wayne Uttke, LIC Secretary

WU:jjf

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.